

**Wethersfield Library Board
Minutes of August 25, 2009**

Members present: Kim Bobin, Brad Milvae (arr. 7:01), Susan Grady, Clare Meade, Jenny Miglus, Polly Moon, David Troy, Tim Tuell

Others: Laurel Goodgion, Library Director, Luci Domick, Friends of the Library; Jeff Bridges, Town Manager

CALL TO ORDER: Chairperson Polly Moon called the meeting to order at 7:00.

PUBLIC COMMENT: None

WELCOME TO TOWN MANAGER: Polly welcomed the new town manager, Jeff Bridges, and thanked him for attending the board meeting. She introduced him to the board members.

ADDITIONS TO THE AGENDA: None

CHAIRMAN'S COMMENTS: Work on the strategic plan is underway. Pat Holloway will lead a library staff retreat on Wednesday, September 23 from 1-5 pm, and a public meeting on Tuesday, October 6, from 6:30-9 pm. Board members are asked not to attend these meetings. There will be an opportunity for the board to give their input at the annual board retreat on Saturday, November 14 from 9:30-12 noon.

FRIENDS OF THE LIBRARY:

- The first half-page combination ad and membership form will run in the September issue of *Wethersfield Life*.
- The Friends will also be doing a membership renewal mailing in September to their current members.
- Wethersfield author Judith Ivie will be the speaker for the Friends annual meeting on October 13. She will talk about the publishing industry.
- The ongoing book sales are going very well. Laurel's idea of placing some library discards for sale on shelves next to the public restroom has been very successful.

COUNCIL LIAISON: No report

APPROVAL OF MINUTES OF JULY 28, 2009

It was moved, seconded and carried to approve the minutes as distributed.

QUESTIONS FOR THE LIBRARY DIRECTOR

- Kim remarked on the extremely high rate of loans and returns for the month of July. Laurel passed out charts showing loans for the last 5 fiscal years; this year had the highest number. She also passed out charts showing public library use in Connecticut as compared to last year. Circulation, library visits and reference questions all show a marked increase.
- Laurel passed out a technology report that she had prepared for Jeff Bridges. There was discussion of the impact that cuts in state funding will have on internet access. Three or four years ago, the yearly cost of this service was estimated to be around \$3500. Jeff Bridges asked for a current quote. In the event that all CT public libraries lose their state support, switching internet service providers would also be problematic due to the high demand all at once.
- The checkout desk was lowered 5" to address repetitive stress complaints by the staff.

- Coffee service is now available near the teen area in the front of the library.
- The parking lot will be re-paved soon. The town has a plan to mitigate the impact of this work as school will have started by then.
- The Corn Fest booth has been rented.
- The Library will have a presence in the 375th anniversary parade on September 26. They have rented two costumes.
- Sue questioned Laurel about safety measures in the light of recent robberies and an attack in area libraries. Laurel responded that our library has good sight-lines and there is a surveillance photo of the attackers posted on staff bulletin boards.
- Polly asked when display hardware would be in place to show local artwork. The hardware has been purchased and is awaiting installation by the carpenter who is very busy. There is a work order in place.
- The board was reminded of the Website re-design. Pam Kelly is facilitating this with Miranda Creative.

[7:40 pm – Jeff Bridges and Luci Domick left the meeting.]

POLICY REVIEW

- Loan Policy – It was moved, seconded and carried to approve the Loan Policy as presented.
- Library Loan and Fine Rates – It was moved, seconded and carried to approve the Library Loan and Fine Rates as presented.
- Resident and Non-resident Use Policy – It was moved, seconded and carried to approve the Resident and Non-resident Use Policy as amended.

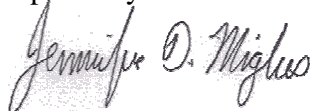
COMMITTEE REPORTS

- Finance Committee – This committee currently consists of Clare Meade, Ralph Horowitz, and David Troy. They will meet in September. Polly charged them with deciding how to set up three different accounts:
 - Action Fund – containing a maximum of approximately \$2000
 - Contingency Fund – for encumbered funds, preferably at a higher interest rate than the action fund
 - Endowment Fund – the library has a patron who has expressed interest in naming the library in his will but a proper fund will need to be in place
- Outreach Committee – This committee needs to recruit more members. They will have an organizational meeting in September.

OTHER BUSINESS: Town Council will be having office hours on the first Thursday of the month from 5:30-6:30 in the town manager's conference room. Gerri Roberts will be there on September 3. Paul Montineri will be there on October 1. Any board member(s) wishing to attend should contact Laurel for a list of talking points.

At 7:50 it was moved, seconded and carried to adjourn the meeting.
Next month's meeting will be on September 22, at 7:00 pm.

Respectfully submitted 8/30/09,



Jennifer D. Miglus, Secretary